

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Orientation and Office Procedures

DD/A Registry

83-1181

FROM:

DTE/OTE/DDA
1026 C of C

EXTENSION

NO.

OTE#83-3503

4 May 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration
7D 18 HeadquartersDD/A REGISTRY
FILE: 18-4

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OTE 183-3503

DD/A Registry

83-1187

4 May 1983

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM: Director of Training and Education

SUBJECT: Agency Orientation and Office Procedures

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1. The first running of the "Agency Orientation and Office Procedures" (AOOP) course for new clerical employees is scheduled for 16-24 June 1983 in Room 236 Chamber of Commerce Building, to be followed immediately by the 3-day "Fundamentals of Word Processing" course for those participants whose positions require that proficiency. Because the projected numbers of EOD's for the period June through September 1983 are relatively low, we plan to offer the first three runnings of the course to the new clericals and, on a reserved-space basis, to employees who came on duty after 1 February 1983 who have not attended the "Orientation for New Employees" (ONE) course. (All others will be accommodated in the ONE course.)

2. The first two days of the AOOP will be devoted to general Agency orientation while the remainder teach skills and operating procedures. The determination of the applicability of the skills segment and the "Fundamentals of Word Processing" will be made by the offices of assignment.

3. Firm dates for the first four runnings of the program are:

<u>Agency Orientation and Office Procedures</u>	<u>Fundamentals of Word Processing</u>
16 - 24 June	27 - 29 June
14 - 22 July	25 - 27 July
11 - 19 August	22 - 24 August
* 9 - 19 September	20 - 22 September

*The determination of student allocation will be governed by the number of September EOD's.

83-1187

SUBJECT: Agency Orientation and Office Procedures

4. I should like to acknowledge the cooperation and support of the Chief, Clerical Staffing Branch and the EOD Programs Coordinator in working out the administrative arrangements for the smooth flow of our course with members of my staff. We look forward to continued mutual cooperation in our effort to adequately prepare our new employees for the jobs which lie ahead.

5. I will forward copies of the AOPP and "Fundamentals of Word Processing" course outlines and firm dates for future runnings in subsequent correspondence.

DDA/OTE/MATD/ASB

(29 APR 83)

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Distribution:

Orig - Addressee

✓ 1 - DDA